

**USE OF ENGLISH
LISTENING TEST
1991**

INTRODUCTION

Situation

As a form seven student who is about to leave school, you have been incited to attend a panel discussion on careers for young people.

The discussion will be divided into two parts, and you will be taking notes, using the Note Headings provided.

Part I

In this part, the chairperson will introduce two employers' representatives who will talk about the approach to careers which two companies adopt. One representative is from a large organization and the other is from a small business firm. This will be followed by some questions from the audience.

You will now have five minutes to familiarize yourself with the Note Headings for Part I before the discussion begins.

Part I

A. INFORMATION ON PANEL DISCUSSION AND PANEL MEMBERS

1. Organizer: Hong Kong Management Associations
2. Topic: _____
3. Chairperson: _____
4. Focus: _____
5. Panel Members:

Name	Jenny Tong	Andrew Stewart	Mark Woods
Position	(a)	(d)	(g)
Organization	(b)	(e)	(h)
Location	(c)	(f)	(i)

B. MISS TONG'S APPROACH TO CAREER MANAGEMENT

6.

2-Year Introduction Programme for Trainees

<p>ORIENTATION</p> <p>(a) Content: _____</p>
--

<p>(b) Division: _____</p>

<p>(c) Division: _____</p>	<p>(d) Departments:</p> <p>(i) _____</p> <p>(ii) _____</p>
----------------------------	--

<p>(d) Division: _____</p>	<p>(e) Departments:</p> <p>(iii) _____</p> <p>(iv) _____</p>
----------------------------	--

<p>(g) Division: _____</p>	<p>(h) Departments:</p> <p>(v) _____</p> <p>(vi) _____</p>
----------------------------	--

REPORTS

<p>(i)</p> <p>Personnel interview</p>

Satisfactory	Unsatisfactory
--------------	----------------

(j)	<u>Proceed to Year 2</u>
(i)	_____
(ii)	_____

(k)	_____

7. Aspects of the induction programme for staff

(a) Characteristics of the induction programme:

(b) Quality the Bank most values in its staff:

8. Benefits provided by large organizations

(a) General

(b) “Fringe benefits”

C. MR STEWART’S APPROACH TO CAREERS IN A SMALL COMPANY

9. Mr Stewart’s views on the following:

(a) Formal training courses:

(b) Best way to learn:

(c) Working hours:

(d) Salaries

(e) Basis for promotion:

(f) Facilities for staff:

(g) Turnover of staff:

(i) _____

(ii) His reason: _____

D. QUESTIONS FROM THE AUDIENCE

10. First questioner

(a) Name: _____

(b) Position: _____

(c) Type of organization: _____

(d) Question: _____

11. Speakers' Responses

	Large Bank (Miss Tong)	Small Firm (Mr Stewart)
Method of recruitment:	(a)	(g)
When recruitment takes place:	(b)	(h)
Interview Number:	(c)	(i)
	(d)	(j)
By whom:		
Tests:	(e)	(k)
References:	(f)	(l)

Part II

In this part of the test, the third panel member will comment on the topic. You should continue taking notes, using the Note Headings provided, while you listen.

E. MR M WOODS

14. (a) His recommended approach:

(b) His attitude to current recruitment practice:

15. His key points on the following topics:

(a) Interviewers:

(i) Problem: _____

(ii) Consequences: _____

(b) Referees:

(c) Value of personality tests:

(d) Intelligence tests:

16. JAQ = (_____)

17. Purposes of JAQ: _____

18. JAQ Categories

Brief Explanation of Categories

(a) Information input activities:

(b) Mental Process activities:

(c) Output activities:

(d) Interpersonal activities:

(e) Job impact:

19. Personality Tests

(a) Mr Woods' definition of "personality":

(b) Benefits of personality test to employers:

(c) What a personality test measures:

(d) Other people who might use personality tests:

END OF TEST